

# Request for Quotation

PRINT AND MAIL SERVICES  
DEPARTMENT OF ADMINISTRATION  
920 FRONT STREET  
PO BOX 200132  
HELENA, MT 59620-0132

<b>Request Quote ID</b> 911	<b>Date</b> 09/04/2007	<b>Purchasing Agent</b> CHRIS GABRIEL
<b>Payment Terms</b> Net 30	<b>DateTime Quote Closes</b> 09/10/2007 1:30 pm	

Ship To: SEE SPECIFICATIONS FOR  
SHIPPING INSTRUCTIONS

VENDOR:

Bill To: PRINT SERVICES  
DEPARTMENT OF ADMINISTRATION  
920 FRONT STREET  
PO BOX 200132  
HELENA, MT 59620-0132  
Phone: (406) 444-3139  
Fax: (406) 443-2212

Description	Quantity	UOM	Due Date
PHHS COUNTY OFFICE TABS	1	LOT	

Specifications: SEE ATTACHED SPECIFICATIONS, TERMS AND CONDITIONS.

**By submitting a response to this invitation for bid, or acceptance of a contract, the vendor agrees to acceptance of the attached Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.**

**This is NOT AN ORDER**

All quotes and related documents must be identified with our Request for Quote NUMBER, and this form must be signed and returned with bid.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

# REQUEST FOR QUOTATION / INVITATION FOR BID - STANDARD TERMS AND CONDITIONS

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## PREPARATION OF QUOTATIONS/BIDS

Bids will be written in ink and/or typewritten on bid forms furnished herewith. Erasures and alterations must be initialed by the bidder in ink. No verbal bids shall be accepted.

Bid quotations will be firm for thirty (30) days, unless otherwise stipulated in the Request for Quotation.

## PRICE SUBMISSION

For each item listed on the quote, the bidder shall list a unit price and an extended price. In the event that a quotation is entered in which the unit price and extension do not agree, the unit price will prevail.

Bidder may submit alternate proposals on an "all-or-none" basis, but are required to submit a primary quotation on an item-by-item basis to be considered for either type of award. All prices and payments must be in U.S. dollars.

## CASH DISCOUNTS

Bidders may quote a cash discount based on early payment, however, cash discounts will not be considered as basis for award.

## WARRANTIES

The bidder warrants that items bid will conform to the specifications herein requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship and free from defect. Goods delivered which do not conform to the contract terms, conditions or specifications may be rejected and returned at the contractor's expense.

## PACKAGING

No charges will be allowed for packing, wrapping, bags, containers, reels, etc., unless otherwise stipulated. All items shall be packed in accordance with prevailing commercial practices and in such a manner to insure delivery in good condition and as specified herein.

## DELIVERY/SHIPPING

Goods shall be shipped prepaid, F.O.B. destination. In the event the contract terms specify F.O.B. shipping point, shipping charges will be prepaid and itemized as a separate item on invoicing. Such shipments shall be via least expensive common carrier unless otherwise stipulated. The State of Montana reserves the right to refuse to accept C.O.D. delivery.

## ACCEPTANCE/REJECTION OF QUOTATIONS/BIDS

The State of Montana reserves the right to accept or reject any or all bids, wholly or in part, to make awards in any manner deemed in the best interest of the State. Print Services may terminate or reduce the scope of the order if available funding is reduced for any reason.

## INVOICES

The contract (purchase order) number shall be referred to on all invoices, packages, packing lists, shipping notices and any correspondence relating to the Purchase Order.

Contract compliance and claim audits will be performed by Print Services. All invoices relative to the purchase order issued, along with two samples, shall be directed under separate cover to Print Services for payment.

Payment is due thirty (30) days after receipt of a properly executed claim or the date of completion of delivery of all items in a satisfactory condition, whichever is later.

## OVERRUNS/UNDERRUNS

Unless otherwise specified in the Request for Quotation, all overruns/underruns will be limited to five percent (5%).

## OWNERSHIP OF MATERIALS

Unless otherwise specified, all materials including, but not limited to, artwork, negatives, separations, dies and camera-ready copy, related to the production of any given printing requirement remain or become the property of the State of Montana. All camera ready copy supplied by the ordering agency or produced by the vendor shall be returned or forwarded upon completion to Print Services. Other materials, i.e. negatives, separations, etc., with the exception of press plates, shall be returned or forwarded upon request to Print Services.

## ACCESS AND RETENTION OF RECORDS

The contractor agrees to provide the department, Legislative Auditor, or their authorized agent, access to any records necessary to determine contract compliance (Mont. Code Ann. 18-1-118). The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by the State of Montana or third party.

## VENUE

This solicitation is governed by the laws of Montana. The parties agree that any litigation concerning this bid, request for proposal, limited solicitation, or subsequent contract, must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees. (Mont Code Ann. 18-1-401.)

## NON-DISCRIMINATION

The contractor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age. The contractor shall comply with the Disabilities Act of 1990.

## RECIPROCAL PREFERENCE

The State of Montana applies a reciprocal preference against a vendor submitting a bid from a state or country that grants a residency preference to its resident businesses. A reciprocal preference is only applied to an Invitation for Bid for supplies and then only if federal funds are not involved. For a list of states that grant resident preference, see [www.discoveringmontana.com/doi/gsd/css/resources/reciprocalpreference.asp](http://www.discoveringmontana.com/doi/gsd/css/resources/reciprocalpreference.asp).

## FACSIMILE RESPONSES

Facsimile responses will be accepted for Request for Quotations ONLY if they are received by Print Services prior to the time set for receipt of quotes. Quotes, or portions thereof, received after the due time will not be considered.

FAX # (406) 443-2212

## UNION LABEL

All printing for which the State of Montana is chargeable shall bear the label of the branch of the international typographical union, the allied printing trades council, or the amalgamated lithographers of America of the locality in which it is printed, except under the following conditions. Printing, firms not having the use of the labels and who are desirous of presenting bids for printing enumerated above shall be required to establish consideration as a responsible bidder as follows:

1) As a condition to consideration as a responsible bidder, printing concerns must file with the Secretary of State a sworn statement to the effect that employees in the employ of the concern which is to produce such printing are receiving the prevailing wage rate and are working under conditions prevalent in the locality in which the work is produced.

2) Whenever a collective bargaining agreement is in effect between an employer and employees who are represented by a responsible organization which is in no way influenced or controlled by the management, such agreement and its provisions shall be construed as conditions prevalent in said locality and shall be the minimum requirement for being adjudged a responsible bidder under this section, 18-7-107, or chapter 4 of this title.

3) Printing firms having the use of the union labels as set forth above shall be deemed as having complied with the provisions of this section, 18-7-107, or chapter 4 of this title, but nothing in these provisions shall be construed as exempting such bidders from any provisions of this section, 18-7-107, or chapter 4 or this title, and such bidders shall also be required to conform to all provisions thereof.

## TAX EXEMPTION

The State of Montana is exempt from Federal Excise Taxes (#81-0302402).

**TRAVEL MONTANA NEWSPAPER INSERT**

**CONTACT PERSON:** For additional information or any questions, please contact Kendra White, Mercury Advertising, E-mail: [Kendra.white@mercuryads.com](mailto:Kendra.white@mercuryads.com); Chris Gabriel, Print & Mail Services, (406) 444-3139. E-mail: [cgabriel@mt.gov](mailto:cgabriel@mt.gov).

**PRESS RUN:** First-class workmanship and hairline registration are required throughout. Any produced/printed items not meeting high-quality standards for registration and consistent ink saturation shall be rejected and vendor will be required to replace rejected items within 7 calendar days on notice. Any 4-color printing requires a minimum of a 4-unit press.

**OWNERSHIP OF MATERIALS:** All materials provided by Mercury Advertising and produced by vendor remain the property of the State of Montana. Should any loss or damage of any material occur, vendor shall be liable for the replacement value of the materials. Upon completion of the job, all materials shall be packaged flat and delivered at vendor's expense to Katy Peterson, Dept. of Commerce, Montana Promotion Division, Marketing, 301 S Park, Helena, MT 59601. All returns must be made within 30 days of completion of job.

**PAPER STOCK SAMPLES:** Upon request, vendor to provide two (2) unprinted sample mock-ups (trimmed, folded and finished per spec) and two (2) printed samples of proposed stock.

**VENDOR SUPPLIED INSTRUCTION:** Upon request, vendor to provide instruction and/or assistance to assure proper file transfer and development of brochure.

**ASSESSED DAMAGES:** The State of Montana reserves the right to assess liquidated damages of one half of one percent per day on the amount of the contract price for failure to comply with the conditions of the award. This sum may be deducted from the contractor's payment for failure to deliver/perform when specified. No premium will be awarded to the contractor for completion in advance of the time specified under the contract.

**SPECIFICATIONS**

**TRAVEL MONTANA NEWSPAPER INSERT – 8 page self cover booklet**

FLAT SIZE: 21" x 11" (2 sheets)

STOCK: 40# coated, grade 5, 30% recycled content (Catalyst Electracote Gloss or similar)

PRINTING: Prints 4/4, no bleed.

COPY: Electronic file provided.

PROOF: Laser proof plus two rounds of color proofs required to Kendra White, Mercury Advertising, 22 South Grand Avenue, Bozeman, MT 59715; Phone: (406) 922-2286, Fax: (406) 586-2685.

BINDERY: Folds to 10 ½" x 11"

DELIVERY: This insert is due to print in early March 2008 and will be shipped to 18 different newspapers. Shipping preparation cost to be included with bid. Shipping costs to be billed as a separate line item without overhead on invoice.

QUANTITY: 750,000

PRICE: \$\_\_\_\_\_/M

EXTENDED PRICE: \$\_\_\_\_\_

**OPTION:**

12 PAGE SELF COVER BOOKLET

QUANTITY: 750,000

PRICE: \$\_\_\_\_\_/M

EXTENDED PRICE: \$\_\_\_\_\_

**ADDITIONAL INFORMATION:**

Add to base bid for one black plate change to cover: \$\_\_\_\_\_